

Advisor – the KUSD Intranet

Advisor is the KUSD Intranet which can be accessed while you are at school or at your office only. However, you can download or copy forms, templates, documents, etc. from Advisor onto your computer so that you can access it at anytime.

To access Advisor:

1. Open your web browser.
2. Type one of the followings on the address bar.

Advisor

OR **<http://advisor>**

OR **<http://advisor.kusd.local>**

Then press **Enter**.

The followings are the sections/items most useful for the KUSD staff/teachers

1. **Templates**- This is the warehouse or the collection of the District's forms you can download.
2. **Documentation** – is the collection of documents such as Email, Microsoft, and Zangle.
3. **Instructional Support > Information Services** provides links to Employee Purchase Plan for hardware and software.

To save a template on your computer, do the followings.

1. Locate the template you would like to download.
2. Right-click on the template's icon.
 - a. If you are using a pc, left-click on **Save Target As**. Then select where you want to save the file.
 - b. If you are using a Mac- left-click on **Download Linked File**.

OR if you already opened the template file, go to **File > Save As**. Then save the file to your computer.